



installation and
operation manual
for Hunter
Ceiling Fans



Your new Hunter® ceiling fan is an addition to your home or office that will provide comfort and performance for many years. This installation and operation manual gives you complete instructions for installing and operating your fan.

We are proud of our work. We appreciate the opportunity to supply you with the best ceiling fan available anywhere in the world. Before installing your fan, record the following information for your records and warranty assistance. Please refer to the carton and the Hunter nameplate label (located on the top of the fan motor housing) for the proper information.

Model Name: _____

Catalog/Model No.: _____

Serial No.: _____

Date Purchased: ____ / ____ / ____

Where Purchased: _____

Please also attach your receipt or a copy of your receipt for reference.

cautions and warnings

- **Read entire booklet carefully before beginning installation. Save these instructions.**
- **Use only Hunter replacement parts.**
- **To reduce the risk of personal injury, attach the fan directly to the support structure of the building according to these instructions, and use only the hardware supplied.**
- **To avoid possible electrical shock, before installing your fan, disconnect the power by turning off the circuit breakers to the outlet box and associated wall switch location. If you cannot lock the circuit breakers in the off position, securely fasten a prominent warning device, such as a tag, to the service panel.**
- **All wiring must be in accordance with national and local electrical codes and ANSI/NFPA 70. If you are unfamiliar with wiring, you should use a qualified electrician.**
- **To reduce the risk of personal injury, do not bend the blade attachment system when installing, balancing, or cleaning the fan. Never insert foreign objects between rotating fan blades.**
- **To reduce the risk of fire, electrical shock, or motor damage, do not use a solid-state speed control with this fan. Use only Hunter speed controls.**

getting ready

To install a ceiling fan, be sure you can do the following:

- Locate the ceiling joist or other suitable support in ceiling.
- Drill holes for and install wood screws.
- Identify and connect electrical wires.
- Lift 40 pounds.

If you need help installing the fan, your Hunter fan dealer can direct you to a licensed installer or electrician.

gathering the tools

You will need the following tools for installing the fan:

- Electric drill with 9/64" bit
- Standard screwdriver
- Phillips-head screwdriver
- Wrench or pliers

checking your fan parts

Carefully unpack your fan to avoid damage to the fan parts. Check for any shipping damage to the motor or fan blades. If one of the fan blades was damaged in shipment, return all the blades for replacement.

NOTE: If you are installing more than one fan, keep the fan blades in sets, as they were shipped.

If any parts are missing or damaged, contact your Hunter dealer or call Hunter Parts Department at 888-830-1326.

choosing your mounting position

Standard Mounting (Figure 1) hangs from the ceiling by a downrod (included), for ceilings 8 feet or higher. For ceilings higher than 8 feet, you can purchase Hunter extension downrods. All Hunter fans use sturdy 3/4" diameter pipe to assure stability and wobble-free performance.

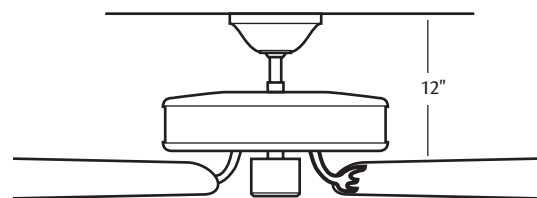


Figure 1 - Standard mounting

Angle Mounting (Figure 2) hangs from a vaulted or angled ceiling.

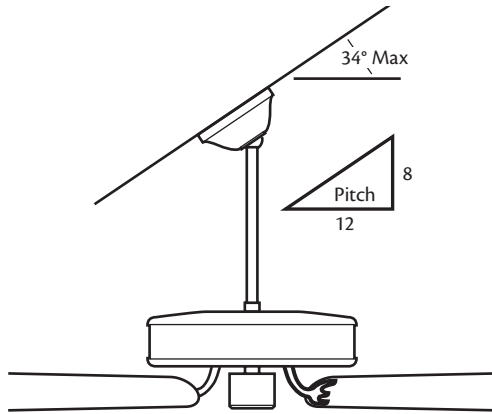


Figure 2 - Angle mounting

preparing the fan site

These guidelines are designed to help you select the best location for your fan and to prepare the site prior to installing the fan. Proper ceiling fan location and attachment to the building structure are essential for safety, reliable operation, maximum efficiency, and energy savings.

choosing the fan site

Within the room where you want to install the fan, choose a fan site where:

- No object can come in contact with the rotating fan blades during normal operation.
- The fan blades are at least 7 feet above the floor and the ceiling is at least 8 feet high.
- The fan blades have no obstructions to air flow, such as walls or posts, within 30 inches of the fan blade tips.
- The fan is directly below a joist or support brace that will hold the outlet box and the full weight of the fan.

See Figure 3 for the minimum mounting distances.

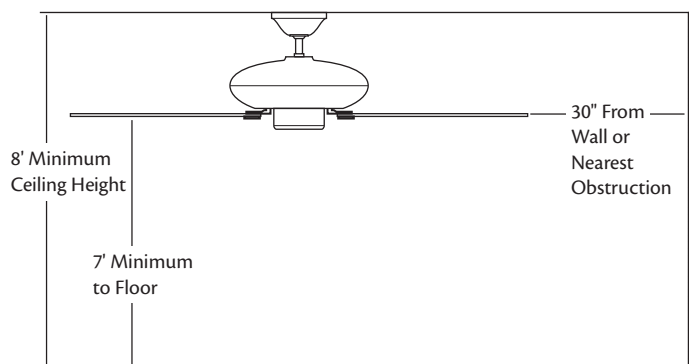


Figure 3 - Minimum mounting distances

using an existing fan site

If you are preparing a new fan site, go to the **preparing a new fan site** section.

If you plan to use an existing fan site, complete the following checklist for the support brace, ceiling hole, outlet box, and wiring. If you cannot check off every item, see the **preparing a new fan site** section for instructions on properly preparing the site for your new fan.

fan support system

- Fan must attach directly to building structure.
- Fan support system must hold full weight of fan and light kit.

ceiling hole

- Outlet box clearance hole directly below the joist or support brace.

outlet box

- UL-approved octagonal 4" x 1-1/2" outlet box (or as specified by the support brace manufacturer).
- Outlet box secured to joist or support brace by wood screws and washers through inner holes of outlet box.
- Outer holes of outlet box aligned with joist or support brace.
- Bottom of outlet box recessed a minimum of 1/16" into ceiling.

wiring

- Electrical cable secured to outlet box by approved connector.
- Six inches of lead wires extend from outlet box.

See Figure 4 for an adequate existing fan site.

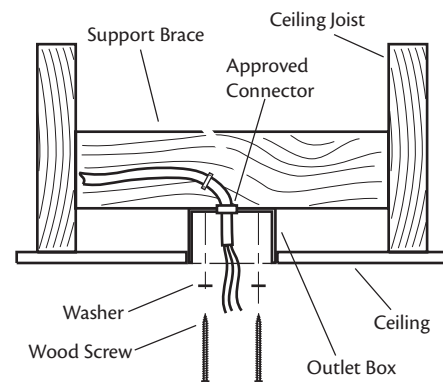


Figure 4 - Adequate existing fan site

If your existing fan site is suitable, go to the installing the ceiling plate section and begin installing your new Hunter fan.

preparing a new fan site

To prepare the fan site follow four steps:

- Cutting the Ceiling Hole
- Installing the Support Brace (if necessary)
- Installing the Outlet Box
- Preparing the Wiring

cutting the ceiling hole

1. Locate the site for the hole directly below the joist or support brace that will hold the outlet box and fan.
2. Cut a 4" diameter hole through the drywall or plaster of the ceiling as shown in Figure 5. You will use the hole to install the support brace and outlet box.

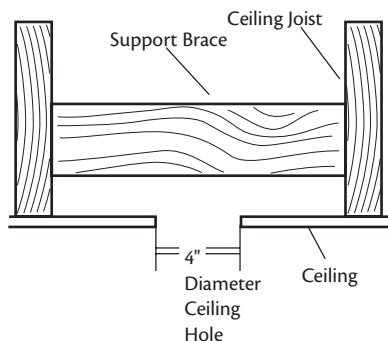


Figure 5 - Cutting the ceiling hole

installing the support brace

If there is a ceiling joist directly above the hole which will allow the outlet box to be recessed a minimum of 1/16" in the ceiling, go to installing the outlet box section.

If there is not an adequate ceiling joist available, do the following:

1. Attach a 2" x 4" support brace between two joists. The support brace must allow the bottom of the outlet box to be recessed a minimum of 1/16" into the ceiling. See Figure 6.
2. Check the support brace to ensure it will support the full weight of the fan and light kit.

installing the outlet box

1. Obtain a UL-approved octagonal 4" x 1-1/2" outlet box, plus two #8 x 1-1/2" wood screws and washers, available from any hardware store or electrical supply house.
2. Orient the outlet box so that both the inner and outer holes in the box align with the joist or support brace.
3. Drill pilot holes no larger than the minor diameter of the wood screws (5/64") through the inner holes of the outlet box.
4. Attach the outlet box directly to the support brace or joist with two #8 x 1-1/2" wood screws and washers. The bottom of the outlet box must be recessed a minimum of 1/16" into the ceiling as shown in Figure 6.

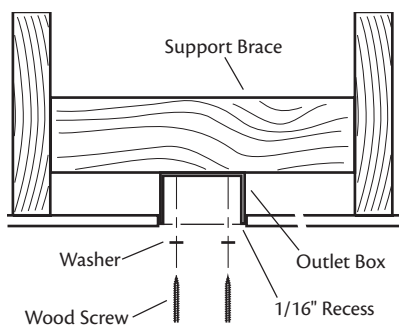


Figure 6 - Installing the outlet box

preparing the wiring

CAUTION: All wiring must be in accordance with national and local electrical codes and ANSI/NFPA 70. If you are unfamiliar with wiring, you should use a qualified electrician.

1. Make sure the circuit breakers to the fan supply line leads and associated wall switch location are turned off. If you cannot lock the circuit breakers in the off position, securely fasten a prominent warning device, such as a tag, to the service panel.
2. Thread the fan supply line through the outlet box so that the fan supply line extends at least 6" beyond the box as shown in Figure 7.
3. Attach the fan supply line to the outlet box with an approved connector, available at any hardware store or electrical supply house. Refer to Figure 7.
4. Make certain the wiring meets all national and local standards and ANSI/NFPA 70.

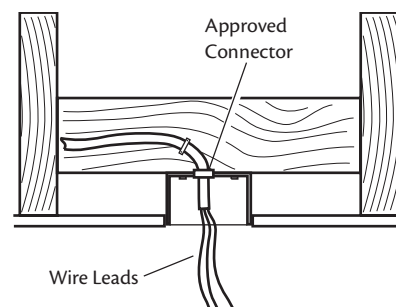


Figure 7 - Preparing the wiring

You have now successfully prepared your ceiling fan site. For instructions on how to install your ceiling fan, continue with the **installing the ceiling plate** section.

installing the ceiling plate

1. Drill two pilot holes into the wood support structure through the outermost holes on the outlet box. The pilot holes should be 9/64" in diameter.
2. Thread the lead wires from the outlet box through the hole in the middle of the ceiling plate.
3. Your fan comes with four neoprene noise isolators. Position the isolators between the ceiling plate and ceiling by inserting the raised areas on each isolator into the holes in the ceiling plate. Refer to Figure 8.

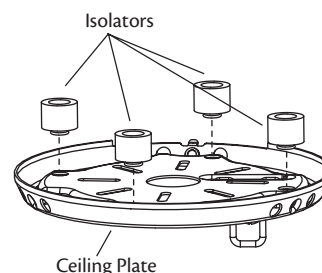


Figure 8 - Inserting the isolators into the ceiling plate

- Align the slotted holes (refer to Figure 9) in the ceiling plate with the pilot holes in the wood support structure. Note: The isolation pads should be flush against the ceiling.
For Angled Ceilings: Be sure to orient the ceiling plate so that the arrows on the ceiling plate are pointing towards the ceiling peak. Refer to Figure 9.

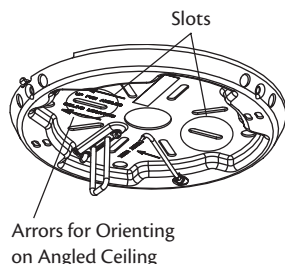


Figure 9 - Locating the slotted holes to use

- Place a flat washer on each of the two 3" screws and pass the screws through the slotted holes in the ceiling plate as shown in Figure 10.
- Tighten the screws into the 9/64" pilot holes; do not use lubricants on the screws. Do not overtighten.

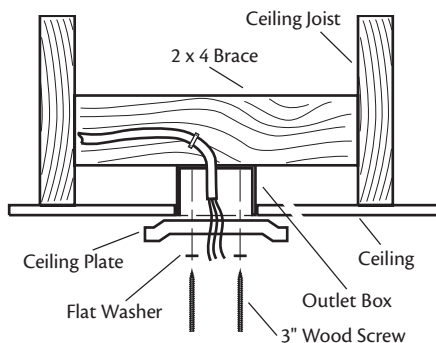


Figure 10 - Installing the ceiling plate

assembling the fan

- Insert the downrod through the canopy, canopy trim ring and spindle as shown in Figure 11. Feed wires from the fan through the downrod.
- Screw the downrod into the fan assembly until tight. **IMPORTANT!** Tighten downrod set screw as shown in Figure 11.
CAUTION: The downrod has a special coating on the threads. Do not remove this coating; the coating prevents the downrod from unscrewing. Once assembled, do not remove the downrod.
- Continue to the **hanging the fan** section.

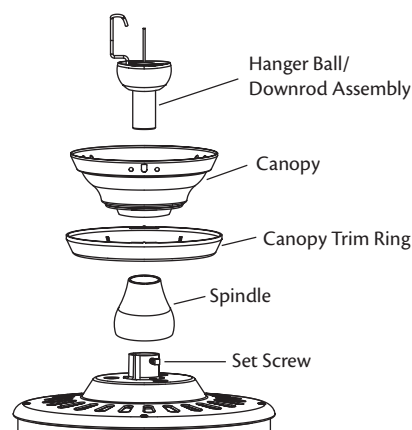


Figure 11 - Assembling the downrod

hanging the fan

- Raise the fan and place the hook through the loop on the ceiling plate as shown in Figure 12. Use the note and arrow engraved in the ceiling plate to assist in determining the direction to assemble.

WARNING: Fan may fall if not assembled as directed in these installation instructions.

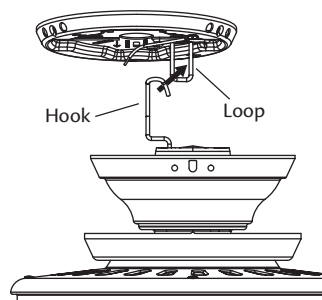


Figure 12 - Hanging the fan

wiring the fan

before installing the control

- Use the pull-chain switch to set the fan speed to the HIGH position before installation. Do not use the pull-chain to change the fan speed after installation, as damage to your ceiling fan or control may result. The speed of the fan should only be changed by the control.
- Set the ceiling fan light kit to the ON position before installation. The light level should only be changed by the control.

receiver installation

- Disconnect the power by turning off the circuit breakers to the outlet box and associated wall switch location.
- Slide the dip switches on the receiver to the desired on/off position using a ball-point pen or small-head screwdriver. Remember the on/off position of the switches and the number coinciding with each switch for use when setting up the transmitter.
Note: Be sure to change the factory default switch settings to your own unique code.

- Place the receiver in the canopy.
- Connect the wires as shown in Figure 13. To connect the wires, twist tie bare metal leads together. Place a wire nut over the intertwined length of wire and twist clockwise until tight.

⚠CAUTION: Be sure no bare wire or wire strands are visible after making connections.

All wiring must be in accordance with national and local electrical codes and ANSI/NFPA 70. If you are unfamiliar with wiring, you should use a qualified electrician.

installing the canopy

- Rotate the fan 180° clockwise from the initial position when

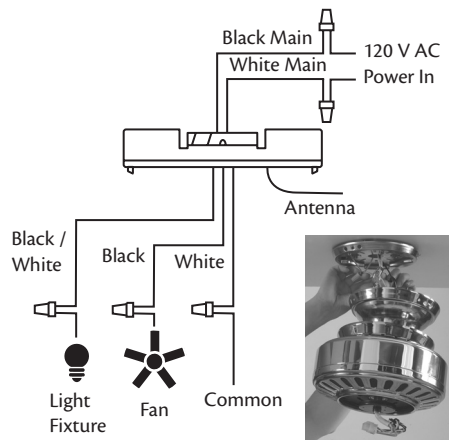


Figure 13 - Wiring the fan

hanging the fan. The arrows on the hanger ball and on the ceiling plate should be pointing in the same direction and should be pointing towards the tab hole on the canopy. Refer to Figure 14.

- Hook the tab hole over the tab on the ceiling plate as shown in Figure 15.
- Raise the canopy, be sure the holes in the canopy and the ceiling plate are aligned, and loosely assemble the canopy screws

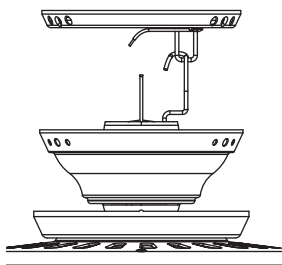


Figure 14 - Rotating the fan

one at a time. When all three screws are assembled, securely tighten all three canopy screws. Refer to Figure 15.

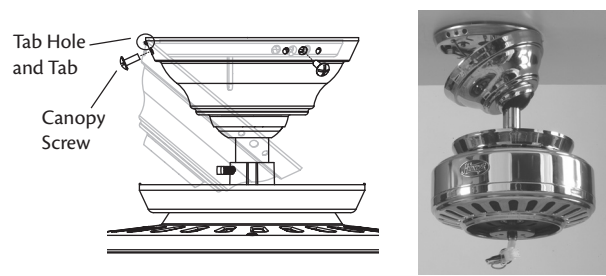


Figure 15 - Installing the canopy

installing the canopy trim ring

- To easily install the canopy trim ring, locate the two tabs on the canopy trim ring. See Figure 16.

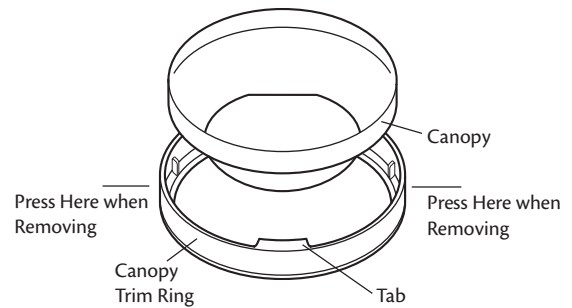


Figure 16 - Canopy trim ring

- Take both hands and push the canopy trim ring up to the top of the canopy. See Figure 16.
- The canopy trim ring will snap and lock into place on the canopy.

removing the canopy trim ring

- Locate the tab indicators, small bumps on top of tabs. Refer to Figure 17.
- To remove the canopy trim ring, press firmly on opposite sides of the ring towards the canopy as shown in Figure 17. The tabs will flex out releasing the trim ring from the canopy.

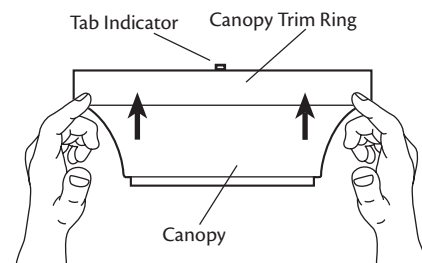


Figure 17 - Removing the canopy trim ring

assembling the blades

Hunter fans use several styles of fan blade irons (brackets that hold the blade to the fan).

- Your fan may include blade grommets. If your fan has grommets, insert them by hand into the holes on the blades as shown in Figure 18.

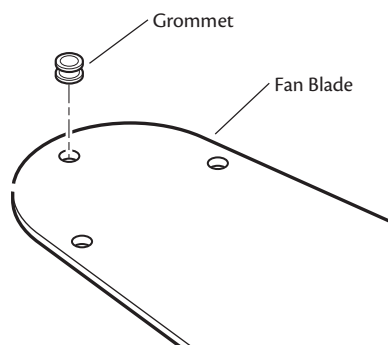


Figure 18 - Inserting the grommets into the fan blades

2. Attach each blade to blade iron using three blade assembly screws as shown in Figure 19. Some fans feature a decorative medallion as well as a blade iron. Insert the assembly screws into the blade iron, through the blade and into the medallion, with the blade sandwiched between the blade iron and medallion as shown in Figure 20.

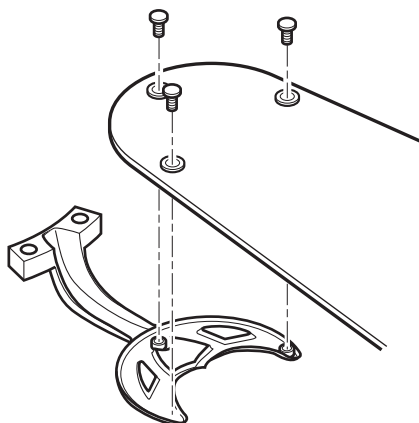


Figure 19 - Attaching the blade to the blade iron

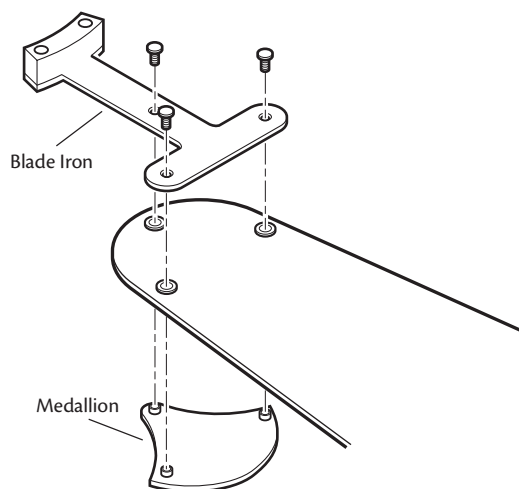


Figure 20 - Attaching the blade to the blade iron and medallion

If you used grommets, the blades may appear slightly loose after screws are tightened. This is normal.

3. Remove the shipping bumpers from the top of the motor assembly as shown in Figure 21.

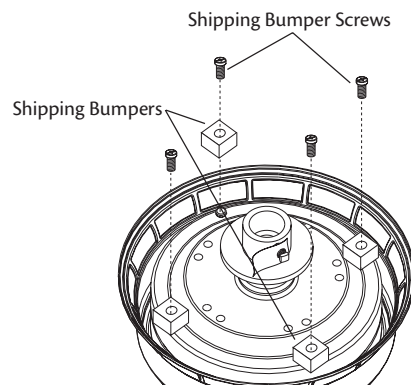


Figure 21 - Removing the shipping bumpers from the motor assembly

4. Remove the blade mounting screws from the top of the motor assembly as shown in figure 22

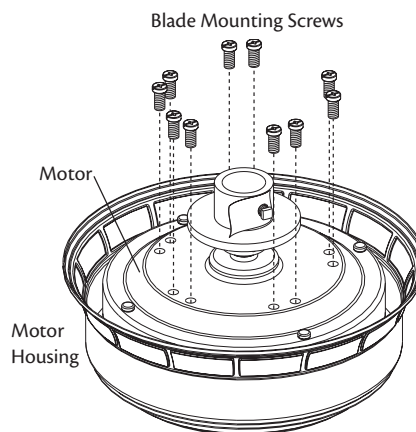


Figure 22 - Removing the blade mounting screws from the motor assembly

5. For each blade, insert one blade mounting screw through the blade iron as shown in Figure 23, and attach lightly to the fan. Insert the second blade mounting screw, then securely tighten both mounting screws.

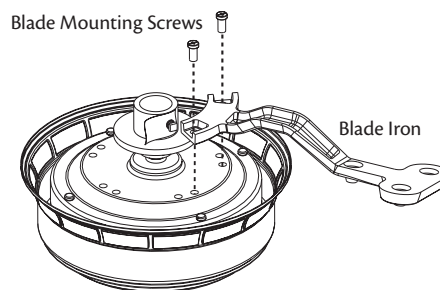


Figure 23 - Attaching the blade assembly to the hub of the fan assembly

attaching the decorative clamps

Your Hunter Fan comes with two decorative clamps: upper clamp and lower clamp. Each clamp assembly is made up of two pieces.

1. Place the two halves of the lower clamp around the lower end of the spindle and the motor adapter. See Figure 24

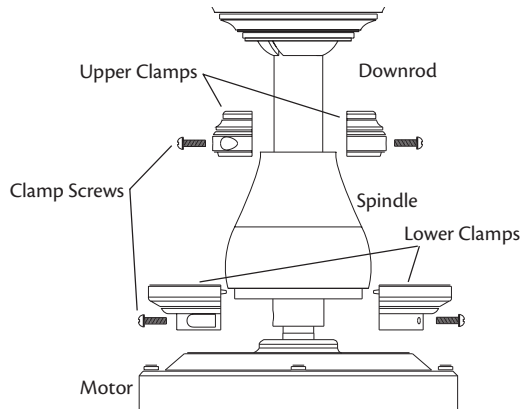


Figure 24 - Attaching decorative clamps

2. Insert two screws into the lower clamps and tighten to lock the clamp into place. See Figure 24
3. With the lower clamp in place, take both pieces of the upper clamp and place them around the downrod and spindle. See Figure 24.
4. Insert and tighten the two screws so that the upper clamp assembly locks in place. See Figures 24 and 25.

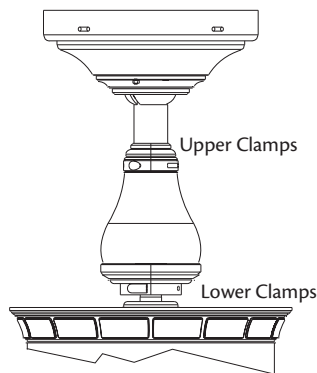


Figure 25 - Decorative clamps installed

attaching the light fixture

1. Install three #6-32 housing assembly screws into the motor housing as shown in Figure 26. Do not completely tighten the three screws.

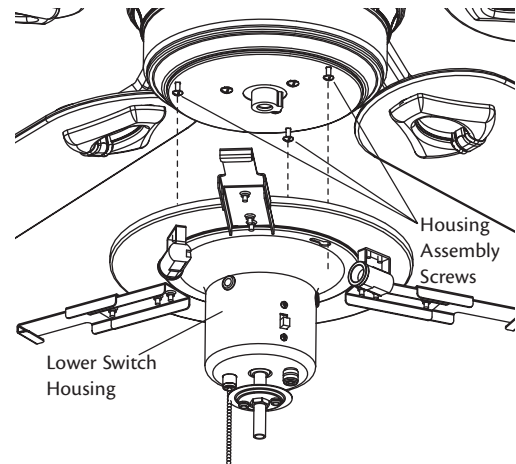


Figure 26 - Installing the light fixture

2. Connect the upper plug connector from the motor to the lower plug connector in the lower switch housing/light assembly. NOTE: Both plug connectors are polarized and will only fit together one way. Make sure that both connectors are properly aligned before connecting them together. Incorrect connection could cause improper operation and damage to the product.
3. Align the three screws in the motor housing with the three key slots in the lower switch housing. Twist the lower switch housing to lock it in place. Securely tighten all three screws.
4. Insert 3 - 40 Watt candelabra base light bulbs into the light sockets.
5. Loosen the screws on the support arm assemblies. You should be able to slide the assembly pieces to lengthen or shorten the arm.

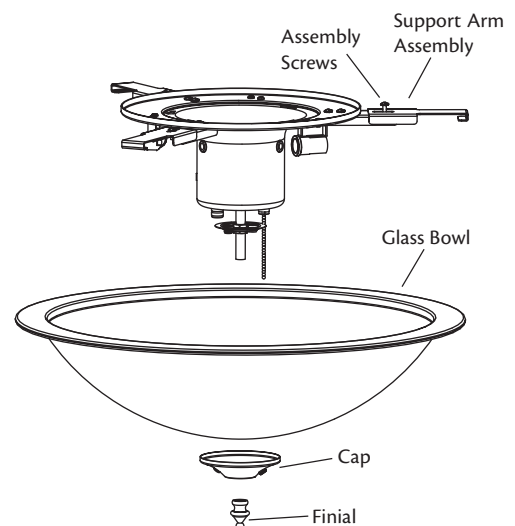


Figure 27 - Installing the glass bowl

6. Place the glass bowl over the threaded rod.
7. Place the cap and finial over the threaded rod. Screw the finial onto the threaded rod until tight.
8. Slide the support arms together until they are tight to the glass. Tighten the three screws on the support arms.

setting up the remote

⚠ CAUTION: Risk of Electrical Shock!

All wiring must be preformed in accordance with national and local electrical codes. If you are unfamiliar with wiring codes, you should use a qualified electrician.

To avoid overheating and possible damage to other equipment, do not install to a receptacle, fluorescent light fixture, motor operated appliance, or transformer supplied appliance. Use only to control one paddle-blade ceiling fan and incandescent light fixture.

This device complies with part 15 of the FCC rules. Changes or modifications not expressly approved by Hunter Fan Company could void your authority to operate this equipment!

Operation is Subject To The Following Two Conditions:

1. This device may not cause harmful interference.
2. This device must accept any interference received, including interference that may cause undesired operation.

Note: Any changes or modifications to the transmitter or receiver not expressly approved by Hunter Fan Company may void one's authority to operate this remote control.

setting the code

In the transmitter, the jumpers are readily accessible from the battery compartment. See Figures 28.

Using small pliers or tweezers to clamp on the small metal strip of the jumper switch, remove the jumper switches that correspond to the numbered dip switches that are in the OFF position on the receiver. Be sure to match the numbers on both the receiver and transmitter. Failure to do so will result in the fan not functioning. Select different combinations of jumper/dip switches settings to prevent misoperation due to other remote control fans, garage door openers, etc.

Install a 12 volt alkaline battery inside the hand-held transmitter after setting the jumper switches to match the dip switches in the receiver.

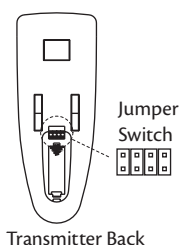


Figure 28 - Transmitter jumper switches

operating your ceiling fan

1. Turn on electrical power to the fan.
2. Ceiling fans work best by blowing air downward (counterclockwise blade rotation) in warm weather to cool the room with a direct breeze. In winter, having the fan draw air upward (clockwise blade rotation) will distribute the warmer air trapped at the ceiling around the room without causing a draft. Refer to Figure 29.

To change the direction of air flow, turn the fan off and let it come to a complete stop. Slide the reversing switch on the fan to the opposite position. Restart fan.

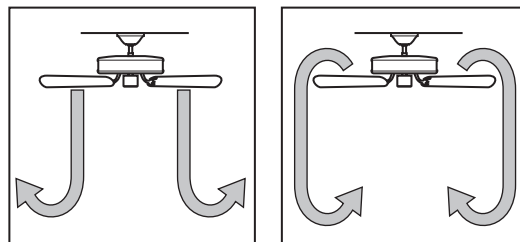


Figure 29 - Air flow patterns

operating the remote control

testing the control

Warning!

Do not use the pull chain to operate the light. Pulling the chain while power is applied can damage the receiver. It is recommended to shorten the pull chain(s) to prevent accidental use.

Do not use the pull chain switch to change speeds. Pulling the chain while power is applied can damage the receiver or ceiling fan.

1. When the installation is complete, restore power at main electrical panel. Then, turn on the wall switch. The light kit should turn ON. If the light remains OFF, turn off the power at the wall switch. Pull the light kit's pull chain to turn the light ON. Turn the wall switch back ON.
2. Press the remote control's HIGH speed button (refer to Figure 30). The fan should start and reach it's maximum speed. If the fan does not start, or is turning too slow, turn off the power at the wall switch. Pull the fan's pull chain to change speed. Re-apply power and try High speed again. Repeat this procedure until you have confirmed that the fan's pull chain is set to HIGH speed.

operation

1. Turn ON wall switch, the light will turn ON at maximum brightness.
2. Light Operation:
 - Press and quickly release the light button on the hand held remote to turn the light OFF or ON. (Light will come ON at maximum brightness.)
 - Press and hold the light button for more than 1 second to turn the light ON and decrease from maximum brightness to OFF.

- Release the light button when the desired light level is reached.
- Continue to hold the light button to repeat the cycle. (Maximum–light level decrease–OFF)
- While the light is ON, holding the light button will decrease the light brightness.
- Turning the light OFF resets the dimming function. The next press of the light button will start at maximum brightness.

3. Fan Operation:

- Press the High, Medium, or Low speed buttons to turn the ceiling fan ON at the desired speed.
- Press the fan OFF key to turn the ceiling fan OFF.

For best fan operation: Allow the ceiling fan motor to start on High, then select the desired speed.

4. Manual Light Switch Operation:

To turn the lights ON without the transmitter, turn OFF the wall switch for 5 seconds, then turn the wall switch back ON. The light will turn ON at maximum brightness, and the fan will be OFF.

For everyday operation, leave the wall switch ON. However, if the control will not be used for an extended period of time (5 days or more), turn the wall switch OFF.

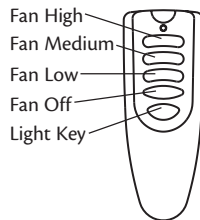


Figure 30 - remote operation

mounting the remote holder

A holder is supplied with the transmitter which can be mounted to an existing toggle switch wall plate. The holder will help prevent misplacement of your transmitter by providing a permanent receptacle. See figure 31.

If desired, the holder can be mounted to a convenient location on a wall.

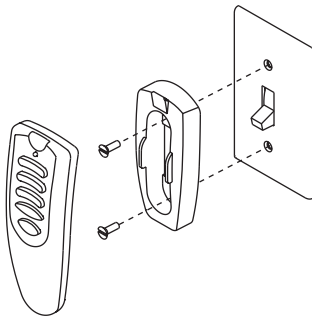


Figure 31 - Remote holder assembly

cleaning your ceiling fan

caring for finishes

For cleaning, a soft brush or lint-free cloth should be used to prevent scratching the finish. A vacuum cleaner brush nozzle can remove heavier dust. Surface smudges or an accumulation of dirt and dust can easily be removed by using a mild detergent and a slightly dampened cloth. An artistic agent may be used, but never use abrasive cleaning agents as they will damage the finish.

caring for blades

Wood finish blades should be cleaned with a furniture polishing cloth. Occasionally, a light coat of furniture polish may be applied for added protection and beauty. Painted and high-gloss blades may be cleaned in the same manner as the fan finish.

troubleshooting

Problem: Nothing happens; fan does not move.

1. Turn power on, replace fuse, or reset breaker.
2. Loosen canopy, check all connections according to the **wiring the fan** section.
3. Check the plug connection in the switch housing.
4. Push motor reversing switch firmly up or down to ensure that the switch is engaged.
5. Remove the shipping bumpers.

Problem: Noisy operation.

1. Tighten the blade bracket screws until snug.
2. Tighten the blade screws until snug.
3. Check to see if the blade is cracked. If so, replace all the blades.
4. Be sure that the glass is secure.
5. Check and tighten the screws in the switch housing mounting plate and in the upper and lower switch housing.

Problem: Excessive wobbling.

1. If your fan wobbles when operating, use the enclosed balancing kit and instructions to balance the fan.
2. Tighten all blade and/or blade iron screws.
3. Turn power off, support fan very carefully, and check that the hanger ball is properly seated.

Problem: No functions operate.

1. Replace fuse. Turn ON circuit breaker. Turn ON wall switch.
2. Set transmitter and receiver to same jumper/dip switch setting.
3. Replace battery with new, alkaline battery.

Problem: Operates only at close range.

1. Replace battery with new, alkaline battery.

Problem: Inconsistent operation.

1. Turn OFF wall switch for 5 seconds, then turn back ON.
2. Change jumper/dip switch settings to a different code in both transmitter and receiver.

Problem: Fan will not reverse.

1. Select a fan speed button to start fan, then press the reverse button.

If you need parts or service assistance, please call 888-830-1326 or visit us at our WEB site at <http://www.hunterfan.com>.

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